



EPWORTH UNITED METHODIST CHURCH
680 8th Avenue SW
VALLEY CITY, ND 58072

JOB DESCRIPTION:
EDITOR OF MONTHLY NEWSLETTER

POSITION DESCRIPTION:
Date Prepared: 11/29/2022 Date Approved by SPRC: 11/29/2022

STATUS: Part-time, Salaried

HOURS: 12-month contract, newsletter published once per month.

WAGE: 152.17/month, \$1,826 total

BENEFITS: No benefits

General Purpose of Position:

The church newsletter is a medium the church uses to share information among our members. Our newsletter presents the church in an eye-catching manner. It provides information that will encourage participation in our various church activities. The guiding mission of the newsletter is to advertise our church as a lively, positive, and influential spiritual community.

Organizational Relationship and Supervision:

Epworth United Methodist Newsletter Editor (NE) reports to the Pastor for spiritual and ministry guidance. The Staff-Parish Relations Work Group, in consultation with the pastor, conducts an annual INTERVIEW of the NE and oversees the operation of their ministry.

The Primary Task of NE:

1. Collect incoming articles from the Pastor, Church groups, regular contributors;
 1. Email contributors a reminder if their articles were not submitted;
2. Edit articles for relevance, content, length, and spelling;
3. Organize articles using existing newsletter templates;
4. Modify newsletter headings (as appropriate);
5. Complete newsletter in accordance to publishing timeline so that in-town recipients receive publication on or before the first of the month.
 1. Publishing deadline is the 20th of each month
6. Assemble volunteers to help compile the newsletter
7. Take completed newsletter to Post Office for a bulk mailing

Qualifications

1. Computer software knowledge (Microsoft Word and Office Publisher);
 1. Ability to navigate the internet and to hyperlink information into a Word document
 2. Computer and internet access
2. Good organization skills;
3. Ability to write clearly and concisely;
4. Capability to work with a timeline and meet deadlines;
5. Ability to work as part of a team.

Employee Acknowledgment:

I acknowledge that I have received a copy of this job description and understand that it is my responsibility to read and understand it. I understand this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my Pastor or the Chairman of the SPRC. I also acknowledge and understand that from time to time the specific duties of my job may change and this job description will be revised accordingly.

NEWSLETTER EDITOR'S NAME

DATE _____